

S-E-C-R-E-T

INSTRUCTION NO.  
LI 1-5

LI 1-5  
ORGANIZATION  
Revised 10 January 1968

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SUBJECT: Mission, Functions, and Delegations of Authority, Supply Division

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1. MISSION

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To requisition, receive, inspect, store, issue, ship, and account for Agency materiel in [ ] supply installations, and to formulate and administer policy for the operation of a worldwide Agency supply system.

2. FUNCTIONS

The Chief, Supply Division, or in his absence the Acting Chief, shall:

- a. Act as the principal advisor to the Director of Logistics on all supply matters and programs.
- b. Exercise command jurisdiction over [ ] depots.
- c. Provide staff and technical guidance and assistance to Agency components to ensure that supply support, including materiel transportation, is rendered in the most economical manner consistent with time and security factors.
- d. Acquire, issue, transfer, and dispose of materiel. Coordinate these actions with the cognizant Agency component when technical materiel is involved.

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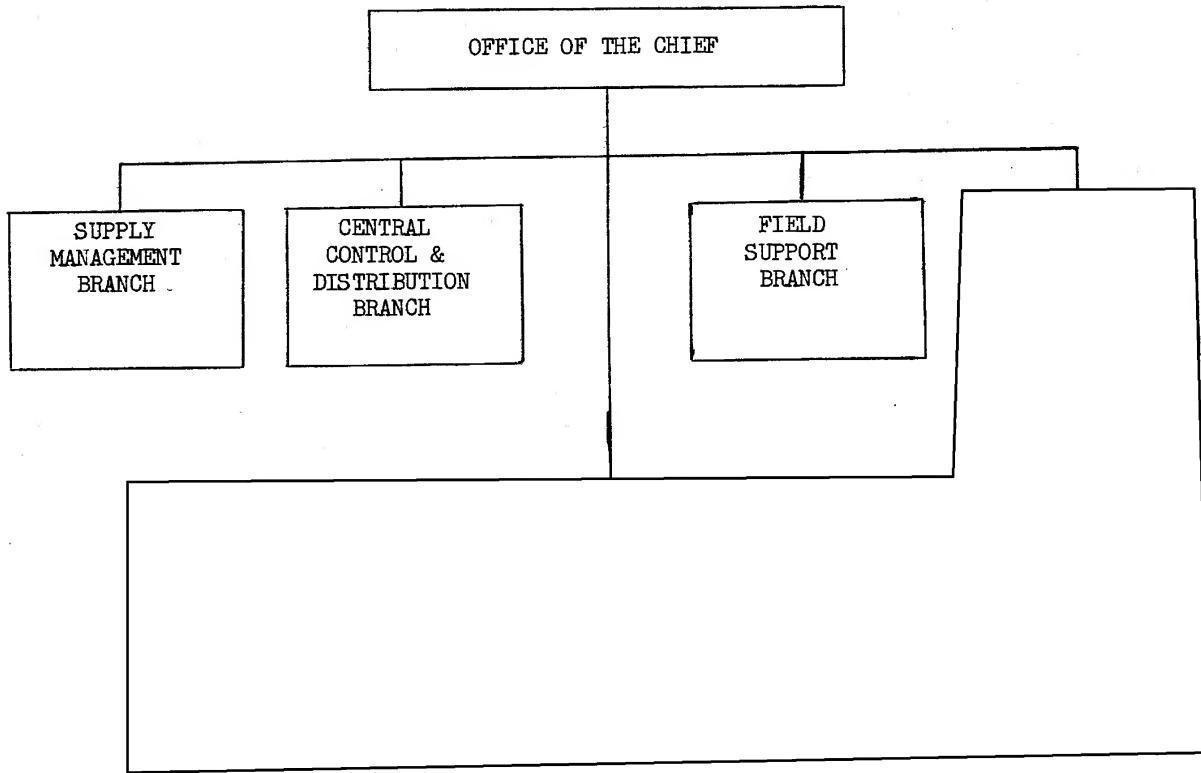
S-E-C-R-E-T

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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OFFICE OF LOGISTICS

SUPPLY DIVISION



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- e. Dispose of excess ordnance materiel after coordination with [redacted] and in consonance with Department of Defense (DOD) policy and with the approval of the Director of Logistics.
- f. Prepare, publish, and maintain a standardized Agency Supply Catalog consonant with the Federal Cataloging Program.
- g. Establish and maintain liaison with other Federal agencies, District of Columbia, and adjacent state government officials on matters pertaining to materiel requisitioning programs, transportation of materiel, and vehicle registration.
- h. Establish and maintain liaison with commercial firms in matters pertaining to:
  - (1) Delivery and resolution of discrepancies on unclassified purchase orders.
  - (2) Booking and shipment of materiel.
  - (3) Packing and packaging methods and materials.
  - (4) Warehousing techniques and equipment.
  - (5) Item identification.
  - (6) Product demonstration.
- i. Effect maximum utilization of excess property as available through the GSA Excess Property Utilization Program or from DOD excess channels.
- j. Monitor the Agency motor vehicle program, maintain Consolidated Tables of Vehicular Allowances, and the central Agency vehicle records.

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3. AUTHORITY

a. In conjunction with his assigned mission, the Chief, Supply Division, or in his absence the Acting Chief, is delegated the authority to:

- (1) Appoint accountable officers for personal property under the control of the Supply Division.
- (2) Procure or initiate procurement and expend funds approved for supplies, equipment, and services required for the operations of the Supply Division, Headquarters materiel transport system,

25X1A [redacted]

- (3) Approve all Reports of Inventory Adjustment, including those pertaining to the disposal of excess or unserviceable property, and determine those inventory shortages or condition changes to be subject to a Report of Survey.

25X1A [redacted]

- (4) Make final determination and furnish appropriate disposition instructions on lists of excess property referred to Headquarters by [redacted] field activities.

25X1A [redacted]

- (5) Approve requisitions for procurement action or interdepartmental requisitioning of stock items or nonstocked items in support of Agency activities.

25X1A [redacted]

- (6) Certify all receipts of materiel and services processed through [redacted] depots.

25X1A [redacted]

- (7) Incur obligations and make expenditures up to \$2,000 per fiscal year for maintenance, alteration, modification, and repairs at [redacted] depots involving several buildings, and up to \$500 for a single structure.

25X1A [redacted]

- (8) Authorize procurement and supply action by [redacted] for those approved categories of supplies or equipment submitted directly to these installations by Agency components which are within the current line item dollar limitation.

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25X1A (9) Authorize [redacted] to procure expendable materiel costing less than \$100 per line item for all customer requirements available from sources within the Washington area. Exceptions to this authority will be materiel requiring technical office

25X1A [redacted]

(10) Approve requests for issue of excess property without cost.

(11) Approve requests for the installation of window-type air conditioning equipment not to exceed 10,500 BTU's and limited to use in living quarters or general office areas.

(12) Approve the transfer of Agency-owned materiel to other Government agencies on a reimbursable or nonreimbursable basis.

(13) Schedule and conduct inventories as prescribed, security and operational factors permitting, to confirm the accuracy of accountable records.

(14) Approve the loan of nonexpendable property to [redacted] Agency components for testing, evaluation, and demonstration, or for operational purposes when the term of loan does not warrant a charge to property authorization. 25X1A

(15) Approve Consolidated Tables of Vehicular Allowances and changes thereto, installation of optional vehicular equipment, and disposal or replacement of vehicles.

(16) Approve requirements for Government Transportation Requests (TR's) and bills of lading for the movement of materiel.

(17) Certify on Agency or host activity shipping documents that transportation services requested were rendered.

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(18) Approve prepayment of transportation charges from an imprest fund  
25X1A [redacted]

(19) Approve driver advances from an imprest fund, and travel vouchers  
for expenses incurred in the movement of materiel.

b. The Chief, Supply Division, may redelegate the authorities contained  
in paragraphs 3.a.(2), (4), (5), (6), (13), (16), (17), (18), and (19).  
The authority stated in paragraph 3.a.(3) may be redelegated except  
where it pertains to unusual loss or damage; redelegation of this  
authority to chiefs [redacted] may include disposition of  
property in accordance with [redacted]. The authority stated in  
paragraph 3.a.(7) may be redelegated as it pertains to maintenance,  
minor modification, or alteration and repair. The authority stated  
in paragraph 3.a.(14) may be redelegated as it pertains to the loan  
of property for testing, evaluation, and demonstration. One copy of  
each redelegation of authority will be forwarded to the Executive  
Officer.

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4. ORGANIZATION

See Organization Chart on Page 2.



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GEORGE E. MELOON  
Director of Logistics